

Request for Proposals Dudley Greenhouse 2017-18

The Food Project (TFP) and the Dudley Greenhouse Advisory Committee (DGHAC) invites proposals from organizations and individuals who want to work in partnership to create greenhouse projects. Projects should address causes of food inequities as well as celebrate the cultural, spiritual, and physical importance of food in the surrounding or neighboring community.

DEADLINE: Friday, August 18, 2017

Applicants will be notified whether their applications have been accepted by Friday, September 9th and projects will run between September 24th 2017 and late August 2018.

Applications and questions should be directed to Danielle Andrews at dandrews@thefoodproject.org or 617-442-1322 x13.

The Dudley Greenhouse is open to the public on Wednesday afternoons from 1–5 p.m. and Saturdays from 9–1 p.m. during the summer months. Please stop by to check out the greenhouse and ask questions about your potential project during those times.

About the Dudley Greenhouse:

The Dudley Greenhouse is a 10,000-square-foot facility in the Dudley neighborhood of Roxbury. Owned by the Dudley Street Neighborhood Initiative (DSNI) and leased by TFP, the greenhouse operates year-round as a food production and educational space. Staff members at The Food Project oversee vegetable production and work in partnership with community members and organizations to run programming at the greenhouse. We also receive guidance from a Community Advisory Committee made up of neighborhood residents. Each year, we seek out community partners to run greenhouse and gardening programs that benefit residents of Roxbury, Dorchester, and Mattapan, particularly residents of the Dudley neighborhood. Programs can be run by nonprofit organizations, as well as interested individuals without an organizational affiliation.

Participation Criteria:



*We will consider applications from groups based throughout the City of Boston, however our goal is to ensure that the Dudley Greenhouse acts as a **neighborhood resource for residents of the Dudley Triangle**. We will prioritize projects that serve residents of the Dudley Triangle as participants in or beneficiaries of the project. (For example, a group may not be based in the Dudley neighborhood, but might offer workshops, produce or other outputs to Dudley residents.) Projects must demonstrate measureable strategies for how they will have a positive impact on the Dudley community.*

Facilities Offered:

- Shared use of Greenhouse space: The greenhouse will be available to groups from September 23rd to January 6th, and again from March 3rd to August 15th. We expect that in the fall/winter months you will be able to mostly grow leafy greens and some quick growing root veggies. In March you will be able to first plant some quick growing “cool weather crops,” and then you will be able to replace these by May with hot weather crops (e.g. tomatoes, eggplant, peppers) as you like. Gardens will need to be cleared of winter crops in January to facilitate pest and disease control.
- Access to 4x8ft raised bed gardens: In an effort to maximize access, we ask that groups demonstrate that each raised bed they use will provide produce to a minimum of four people. Not all participants need to be actively involved in caring for the beds (e.g., a participant could grow produce to be shared with group members who are unable to come to the greenhouse).
- Access to water, hoses, gardening tools, organic fertilizers and facilities, including a bathroom, tables, chairs, and a sink area for washing.

Open hours at the greenhouse vary throughout the year. The greenhouse is open every Saturday except for long weekends, as well as during various hours during the week. Hours vary depending on our delivery schedule, and we work hard to accommodate the groups that work in the greenhouse.

Support Offered by The Food Project:

- All groups and individuals will participate in a garden-planning workshop offered by the Dudley Greenhouse Manager to prepare you for successful management of your production space.
- Dudley Greenhouse growers, comprised of both experienced and amateur gardeners, provide much of the teaching, mentoring, guidance, and



- coordination in the use of the indoor and outdoor community growing beds, as well as other activities that benefit and support the greenhouse. They are also often available to support new greenhouse growers and visitors.
- The Food Project will provide seeds and seedlings for you to use in your plot. Groups are not permitted to bring in plants from outside the greenhouse for pest/disease control reasons. You can bring in your own seeds if you like.
 - NOTE: A separate RFP will be issued in December for groups that are interested in using bench space in the greenhouse for seedling production.

Timeline:

- Projects are limited to an 11-month timeframe beginning on or after September 24th, 2017 and ending in late August 2018. Shorter projects can be considered; please indicate your project's timeframe in your application.
- All groups must clear and clean their garden beds on or before January 6th for a 2-month period in order to allow for pest and disease control. In order to keep summer cooling costs down, we ask that projects wrap up and beds are cleared by August 15, 2018.

Restrictions:

- Any intention to sell produce or products must be specified in your application. Applicants are responsible for ensuring they meet any city or state regulations in regards to selling products. **Rental fees may apply for groups that want to use greenhouse space for income generation. Any enterprise-oriented projects must clearly demonstrate how they will benefit the Dudley neighborhood.**
- The Dudley Greenhouse Manager must approve all garden plans. At least one participant from each group will need to participate in a crop planning and greenhouse orientation workshop led by the Dudley Greenhouse Manager. The workshop will be offered twice during the first two weeks of September.



- Groups will be expected to actively tend their plots and space at least twice a month during the fall/winter period and once/week during the spring and summer.
- Groups will also be expected to complete a minimum of two hours per month of volunteer assistance to support the greenhouse operation under the direction of the Dudley Greenhouse Manager or another Greenhouse Grower. During the spring season, the workload of the greenhouse increases and wherever possible, participants are asked to contribute more hours to support the ongoing tasks of the greenhouse. Depending on greenhouse needs and the interests of the group, this could include performing physical work in the greenhouse, doing outreach for events, or offering a workshop for the community (gardening, healthy living, cooking, etc.), with the assistance of Food Project staff. This contribution helps to defer some of the costs involved in managing the greenhouse and enables us to offer the space rent-free to groups.
- For every 4x8ft bed, we will ask that the point person for this bed is responsible for ensuring their group contributes 5 hours of assistance with tidying and sterilizing the greenhouse in January. Groups that do not complete this work will be prohibited from planting their beds in March.
- In the spring season, watering of the beds will be an important community task. We will ask that for every 4x8ft bed you oversee that you provide 3 hours/month to watering the greenhouse.
- The Food Project is continually seeking to improve our programming. To help us do so, we ask that a representative of each group participate in a mid- and end-of-year evaluation and/or respond to email requests for input on their projects.
- Groups that are unable to meet these requirements will be asked to give their space up to other projects.

Application Criteria:

During a series of community open houses, neighborhood residents identified a variety of desired impacts for the Dudley Greenhouse. We are hoping to provide space for projects that will have an impact on some or all of these areas. The areas identified include:



1. *Increasing access to healthy foods:* Increase access to healthy foods for underserved local communities.
2. *Community-building:* Projects that are designed to build community within the group of participants, and/or contribute to the culture of the greater Dudley neighborhood.
3. *Productive and organic use of growing space:* The Dudley Greenhouse uses only organic practices. Pest and disease control will be overseen by the Greenhouse Manager. Groups will be required to indicate a commitment to ensuring that plant bed spaces will be used productively, via participation in garden planning workshops as well as regular attendance at the Dudley Greenhouse to tend your plot(s).
4. *Connecting people from “seed to fork”:* We encourage you to think about including cooking in your programming. The Food Project has a kitchen at our office at 555 Dudley Street. Also, simple cooking on electric fry pans can be done on site in the greenhouse.

Within your application, please outline any ways that you think your project will have an impact on some or all of the areas outlined above.

Application Process:

Please submit an application containing all of the items below by **August 18, 2017**.

We will contact you if we have questions or require additional information. We will acknowledge your application within a week of its receipt and applicants will be notified of decisions by **September 8th, 2017**.

Application Questions (not to exceed 2 pages double-spaced, less is fine):

1. **PROJECT DESCRIPTION:** Describe your project and indicate the number of 4x8 ft beds you would like to use. (Note: Each bed should serve at least four participants.)
2. **PARTICIPANTS:** How many participants will use the beds, and in what capacity? (For example, four neighbors who will regularly tend the bed; a class of 16 youth; one key volunteer who will be growing produce for three other home bound neighbors; etc.) Indicate whether the participants live in the Dudley neighborhood. Please clearly indicate both how many participants will actively use the beds and how many people the beds will serve.



3. FOR GROUPS FROM OUTSIDE THE DUDLEY NEIGHBORHOOD: Describe how your project will support and enhance the Dudley neighborhood. How will you create local impact in the Dudley neighborhood?
4. ADDITIONAL SUPPORT NEEDED: Please outline any additional support you will need from The Food Project (e.g., technical advice, educational workshops, regular program support, etc.). If you do not clearly outline additional staff support needs, we will assume you will be running your own programs.
5. FOR GROUPS THAT HAVE PREVIOUSLY UTILIZED SPACE IN THE DUDLEY GREENHOUSE: If you have been a gardener with us previously, please describe what you accomplished in the past year and how you will build on those accomplishments in the upcoming year. Please describe your volunteer contributions to the functioning of the greenhouse (e.g. watering duties, cleaning duties, contributing to the fundraiser, etc.) and how/whether you are able to support the greenhouse in the upcoming season.
6. FEES: To help support the costs of the community bay of the greenhouse, we ask that applicants make a fiscal contribution of \$30 (\$20 for seniors) for the use of each 4x8ft bed used by a group. This fee is payable when a group is accepted. Additionally, we ask that groups help to contribute to an annual fundraiser that also supports the costs of the greenhouse (including utilities, seeds and plants that are all provided). Please indicate your ability to pay this fee, and whether you can support the fundraiser-through outreach, cooking, decorating and/or volunteering day of.
7. The Dudley Greenhouse Advisory Committee will be pulling together a Quality Control Committee to ensure that all groups are participating in the upkeep of the greenhouse. Please indicate if you are interested in participating in this committee.

Please email completed applications by August 18, 2017 to Danielle Andrews at dandrews@thefoodproject.org. Call 617-442-1322 x 13 with questions.

